



Financial Aid Office
101 Braddock Road
Frostburg MD 21532
Phone: 301-687-4301
Fax: 301-687-7074

Financial Aid Appeal/Academic Plan Worksheet

Name: _____

Student ID: _____ Cell Phone: (_____) _____ - _____

Email: _____

Street Address:

City: _____ State _____ Zip _____

Check this box if this is a new address

Semester you are appealing (circle only one): Fall Spring Summer Year: _____

After reviewing the Satisfactory Academic Progress Standards, you will need to decide if you meet the criteria to appeal.

The appeal process requires that you appeal for extenuating circumstances or complete an academic plan. Below are the steps for you to appeal:

1. **Attach a TYPED letter explaining 1) the extenuating circumstances that prevented you from meeting the academic standards and 2) the steps planned to ensure future success.** All documentation supporting your extenuating circumstances must accompany your letter. Letters without supporting documentation will more than likely be denied.

OR

2. **Complete the Academic Plan Worksheet and supply a detailed typed letter** (*You may wish to consult your academic advisor to complete the worksheet. It is very important that this plan is outlined through graduation so the Appeals Committee can evaluate the required courses and semesters needed in your plan.*)

Submit completed Appeal/Academic Plan Worksheet and required documentation to the Financial Aid Office prior to the appeal submission deadline.



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Notice of Mandatory Reporting Requirements

Frostburg State University and its faculty are committed to maintaining a safe learning environment and supporting survivors of violence. To meet this commitment and comply with federal and state law, University employees must report allegations of child abuse and neglect to University Police and Child Protective Services. This obligation extends to disclosures of past abuse even if the victim is now an adult and the abuser is deceased. University employees, other than those employed at Counseling and Psychological Services and Brady Health Center, must also report all disclosures of gender-based harassment, sexual misconduct, relationship violence, or stalking to the Title IX Coordinator. These obligations apply to disclosures provided in any appeal paperwork submitted.

1. I certify that all of the information provided in this appeal is true and correct.
2. I understand that appeals without sufficient documentation or any falsified information will be automatically denied.
3. I have completed all the above required documents.
4. I understand any incomplete information will cause delays in the processing of my appeal.
5. I understand that I will receive the results of my appeal through the mail.
6. I have read and understood the mandatory reporting
7. I understand that the decision of the Appeals Committee is final and that I may only appeal once per term.

Student Signature: _____ Date: _____



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Academic Plan Worksheet

THIS PORTION OF THE FORM MAY NEED TO BE COMPLETED **WITH** YOUR ACADEMIC ADVISOR.
 PLEASE COMPLETE EVERY ITEM ON BOTH PAGES OR THIS FORM WILL BE CONSIDERED
 INCOMPLETE AND WILL DELAY IN THE PROCESS OF YOUR APPEAL.

Student: _____

ID: _____

Current Program/Major: _____

Graduation Date: _____

Fill in one box for each semester that you have yet to complete towards your indicated program/major.

Things to consider:

You may need additional paper if you have more than five semesters to graduate.

You must enroll for only the classes that are necessary to complete your identified program.

Verify you are in the right major.

Be sure to make a copy of your plan so you can use it to track your academic progress.

Semester _____ Course _____ _____ _____ _____ _____	Year _____ Credits _____ _____ _____ _____ Total Credits: _____
Semester _____ Course _____ _____ _____ _____ _____	Year _____ Credits _____ _____ _____ _____ Total Credits: _____
Semester _____ Course _____ _____ _____ _____ _____	Year _____ Credits _____ _____ _____ _____ Total Credits: _____

Semester _____ Course _____ _____ _____ _____	Year _____ Credits _____ _____ _____ _____ Total Credits: _____
Semester _____ Course _____ _____ _____ _____	Year _____ Credits _____ _____ _____ _____ Total Credits: _____
Semester _____ Course _____ _____ _____ _____	Year _____ Credits _____ _____ _____ _____ Total Credits: _____

Total Credits for Degree (must total at least 120)	Total Previously Earn Credits in Program	Total Credits Remaining
<i>(minus)</i>		=

We (*student/advisor*) have completed the above requested information to the best of our knowledge and we know that this information will be used when evaluating the student's financial aid appeal request.

Student Signature: _____ **Date:** _____

Advisor Signature (not required): _____ **Date:** _____

Return this form and all documentation to:

MAIL

OR

FAX

**Frostburg State University
101 Braddock Road
Frostburg, MD 21532**

(301) 687-7074

Undergraduate Satisfactory Academic Progress(SAP)

The United States Department of Education mandates that Frostburg State University has an established Satisfactory Academic Progress policy for financial aid recipients. The policy must be qualitative and quantitative. The policy must be at least as strict as the academic policy governing students not receiving financial aid. If a student completes the Free Application for Federal Student Aid (FAFSA), he or she is subject to these regulations.

Qualitative Requirement

FSU requires students to have a 2.0 cumulative grade point average to graduate. The graduated standard for the minimum GPA throughout the academic program is as follows:

Total Credits Earned (including transfer credits)

0-14	1.00
15-29	1.40
30-44	1.60
45-59	1.80
60- above	2.00

Students need to be aware that they could be required to appeal to both the Provost's Office to remain in school and to the Financial Aid Office to maintain financial aid eligibility.

Quantitative Standards

Minimum Passing Requirement

Students must complete 67% of all courses attempted including courses transferred to FSU in order to meet SAP regulations. To determine the completed average, a student needs to add all attempted hours (including credits transferred to FSU) then add all the hours of completed courses(including credits transferred to FSU) then divide the completed credit hours by the attempted credit hours.

6 completed credit hours / 12 attempted credit hours = 50% completion rate

Maximum time to completion

FSU students cannot **attempt** more than 180 credits for a first bachelor's degree and no more than 240 for a second bachelor's degree.

Attempted credits include the following grades A, B, C, D, F, P, N, FX, W, WF, NC, NR, CS, I, AP, CE, CL, IB, PT and all transfer credits.

Completed credits include the following grades A, B, C, D, P, AP, CE, CL, IB, PT and all transfer credits.

All students will be evaluated at the end of each semester (Summer, Fall, Intersession and Spring). Students will need to review the progress rules and their transcript when making enrollment decisions.

Frostburg will now be required to evaluate and measure students by standards established in the federal law. Each student will have one of four statuses:

1. Meets all components of the SAP standards (eligible to receive financial aid)
2. Academic Warning (explanation below)
3. Probation (explanation below)
4. Does not Meet Standards (not eligible to receive financial aid)

Academic Warning

Students who **do not meet standards for the first time in their academic career** will be placed on **academic warning**. A warning is assigned to a student who fails to meet SAP but is allowed to continue to receive Title IV aid for **one** additional payment period (semester).

Probation

Students who do not meet SAP standards after one payment period on Academic Warning will be denied financial aid. However, students will then have the right to appeal. If the appeal is granted, the student will be placed on **probation** and continue to receive Title IV aid for **one** additional payment period.

Appeals will be granted for the following circumstances:

1. Students who demonstrate the following extenuating circumstances: death of a relative, injury or illness of the student, or other special circumstances;
2. The school has determined that the student will be able to meet SAP standards after the subsequent payment period or;
3. An academic plan had been established by the student and/or his or her advisor to meet graduation requirements and the student **continues to follow the academic plan**.

Students will not be allowed to appeal each semester if they do not meet SAP standards. Once a student is on probation he or she must meet SAP standards the next semester or meet the requirements of the previously developed academic plan to regain financial aid eligibility. The only exception to this rule is if a different extenuating circumstance occurs. Please contact the Financial Aid Office if you feel the exception applies to your situation.

The Financial Aid Office will evaluate each student individually to see if meeting standards is ever a possibility. If a student will never be able to meet one of the standards listed above, the student will be denied financial aid indefinitely at FSU.

Graduate Satisfactory Academic Progress(SAP)

The United States Department of Education mandates that Frostburg State University has an established Satisfactory Academic Progress policy for financial aid recipients. The policy must be qualitative and quantitative. The policy must be at least as strict as the academic policy governing students not receiving financial aid. If a student completes the Free Application for Federal Student Aid (FAFSA), he or she is subject to these regulations.

Qualitative Requirement (GPA)

Frostburg requires graduate students to have a 3.0 cumulative grade point average to graduate. The SAP standards for graduate students mirror the graduation requirements. Graduate students must maintain a 3.0 cumulative grade point average in order to continue to receive financial aid.

Students need to be aware that they could be required to appeal to their program coordinator to remain enrolled at FSU and to the Financial Aid Office to maintain financial aid eligibility.

Quantitative Standards

Minimum Passing Requirement

Students must complete 67% of all courses attempted including courses transferred to FSU in order to meet SAP regulations. To determine the completed average, a student needs to add all attempted hours (including credits transferred to FSU) then add all the hours of completed courses(including credits transferred to FSU) then divide the completed credit hours by the attempted credit hours.

6 completed credit hours / 12 attempted credit hours = 50% completion rate

Maximum time to completion

FSU graduate students cannot **attempt** above 150% of the total number of credits needed to earn a degree. Due to graduate programs requiring a different number of credits per program, students will need to calculate this rule based on their program of study.

Attempted credits include the following grades A, B, C, D, F, P, N, FX, W, WF, NC, NR, CS, I, AP, CE, CL, IB, PT and all transfer credits.

Completed credits include the following grades A, B, C, D, P, AP, CE, CL, IB, PT and all transfer credits.

All students will be evaluated at the end of each semester (summer, fall, intersession and spring). Students will need to review the progress rules and their transcript when making enrollment decisions.

Frostburg will now be required to evaluate and measure students by standards established in the federal law. Each student will have one of four statuses:

1. Meets all components of the SAP standards (eligible to receive financial aid)
2. Academic Warning (explanation below)
3. Probation (explanation below)
4. Does not Meet Standards (not eligible to receive financial aid)

Academic Warning

Students who **do not meet standards for the first time in their academic career** will be placed on **academic warning**. A warning is assigned to a student who fails to meet SAP but is allowed to continue to receive Title IV aid for **one** additional payment period (semester).

Probation

Students who do not meet SAP standards after one payment period on Academic Warning will be denied financial aid. However, students will then have the right to appeal. If the appeal is granted, the student will be placed on **probation** and continue to receive Title IV aid for **one** additional payment period.

Appeals will be granted for the following circumstances:

1. Students who demonstrate the following extenuating circumstances: death of a relative, injury or illness of the student, or other special circumstances;
2. The school has determined that the student will be able to meet SAP standards after the subsequent payment period or;
3. An academic plan had been established by the student and/or his or her advisor to meet graduation requirements and the student continues to follow the academic plan.

Students will not be allowed to appeal each semester if they do not meet SAP standards. Once a student is on probation he or she must meet SAP standards the next semester or meet the requirements of the previously developed academic plan to regain financial aid eligibility. The only exception to this rule is if a different extenuating circumstance occurs. Please contact the Financial Aid Office if you feel the exception applies to your situation.

The Financial Aid Office will evaluate each student individually to see if meeting standards is ever a possibility. If a student will never be able to meet one of the standards listed above, the student will be denied financial aid indefinitely at FSU.